



COMDTINST 1611.2

COMMANDANT INSTRUCTION 1611.2

16 FEB 1990

Subj: Officer Evaluation Report For Reserve Officers On ADT,
SADT or TEMAC (For Periods Of Duty 6 To 29 Days)

1. PURPOSE. This Instruction announces the new OER for Reserve Officers on ADT, SADT or TEMAC, Form CG-5317, to be used by Reserve Officers performing ADT, SADT or TEMAC, outside of schools, for periods of duty between 6 and 29 days.
2. DIRECTIVES AFFECTED. Paragraphs 10-A-5.b. and 10-A-13.b. of the Reserve Administration and Training Manual (COMDTINST M1001.27) are hereby superseded.
3. EFFECTIVE DATE. With the exception of ADT schools, all periods of ADT, SADT or TEMAC of 6 to 29 days, beginning on or after 1 April 1990, will be reported on the CG-5317 form.
4. DISCUSSION. The Standard OER (5300 series) is currently being used by active duty and Reserve commands to evaluate all periods of active duty for Reserve officers. In many cases, because of the short period of observation, a good number of performance dimensions may not be observed. A new form in the series, the OER For Reserve Officers on ADT, SADT or TEMAC, CG-5317, has been designed to reduce the amount of preparation time by allowing the Supervisor to address only the performance of the Reported-on Officer without trying to evaluate dimensions that may have been only marginally observed. Enclosure (1) is the new OER, CG-5317. Enclosure (2) is the instruction sheet for completing the CG-5317, and will be printed on the back of the form.

DISTRIBUTION - SDL No. 128

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| B | | 8 | 20* | 2 | 12 | 12 | 12 | 10 | 8 | 5 | 5 | 3 | 3 | 12 | 2 | 2 | 4 | 7 | 1 | 2 | 5 | 1 | 5 | 1 | 1 | |
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| D | 2 | 1 | 1 | 3 | 1 | | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | | | 1 |
| E | 1 | | | | 1 | 1 | | | | | | | | | 1 | 1 | | | | | | | | 1 | | |
| F | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | | | 1 | | | | | | |
| G | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H | | | | | | | | | | | | | | | | | | | | | | | | | | |

*NON-STANDARD DISTRIBUTION: *B:c MLCLANT, MLCPAC (6 extra)

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5. PROCEDURES. The OER for Reserve officers on ADT, SADT or TEMAC, CG-5317, shall be used for all periods of duty of 6 to 29 days, with the exception of letter format OERs used for 2 week ADT schools, which remain authorized in accordance with COMDTINST M1001.27. Use of the standard series CG-5311, CG-5312 or CG-5313 OER forms are PROHIBITED for reporting on ADT, SADT or TEMAC of fewer than 30 days. For any active duty of fewer than 6 days, the CG-5317 form is the only one to be used if the option to report on the period is exercised.
6. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure compliance with this Instruction. All other responsibilities and procedures that apply to the administration of the Officer Evaluation System remain in effect.
7. FORMS AVAILABILITY. CG-5317 may be procured from USCG Supply Center Brooklyn, using SN-7530-01-GF3-2320, U/I will be (LL). The effective date is 1 April 1990.

R. G. Cozzolino

**R. G. COZZOLINO
ACTING CHIEF, OFFICE OF
READINESS AND RESERVE**

- Encl:
- (1) OER For Reserve Officers on ADT, SADT or TEMAC, CG-5317 (Sample)
 - (2) Instruction sheet for completing CG-5317



OER FOR RESERVE OFFICERS ON ADT, SADT OR TEMAC

(For Periods of Duty 6 to 29 Days)

(See Instructions on Reverse)

| | | | | | | |
|--|---------------------|---|-----------------------------------|----------------------------------|------------------------|-------------------------|
| 1. ADMINISTRATIVE DATA | | | | YY | MM | DD |
| a. NAME (Last, First, Middle Initial) | | b. SSN | c. EXPER. INDICATOR | d. GRADE | e. DATE OF RANK | |
| f. RESERVE UNIT | | | g. RES. UNIT OFFAC | h. DATE REPORTED TO RESERVE UNIT | | |
| i. OCCASION FOR REPORT <input type="checkbox"/> ADT <input type="checkbox"/> SADT <input type="checkbox"/> TEMAC | | | j. PERIOD OF REPORT TO | | | |
| k. REPORTED-ON OFFICER SIGNATURE | | | l. DAYS NOT OBSERVED TAD OTHER | | m. DATE SUBMITTED | |
| 2. DESCRIPTION OF GOALS/OBJECTIVES AT a. UNIT : b. OFFAC: | | | | | | |
| Documents Attached: | | | | | | |
| 3. DETAILED DESCRIPTION OF ACCO. /PERFORMANCE: | | | | | | |
| SAMPLE COPY | | | | | | |
| 4. SUPERVISOR AUTHENTICATION | | | | | | |
| a. NAME AND SIGNATURE | | b. GRADE | c. SSN | d. TITLE OF POSITION | e. DATE | |
| 5. COMPARISON SCALE AND DISTRIBUTION: (Given your comments in Section 3, compare this officer with others of the same grade.) | | | | | | |
| UNSATISFACTORY | A QUALIFIED OFFICER | ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE | | | AN EXCEPTIONAL OFFICER | A DISTINGUISHED OFFICER |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. COMMANDING OFFICER AUTHENTICATION : (Active Site CO or HQ/District Div. Chief) | | | | | | |
| a. NAME AND SIGNATURE | | b. GRADE | c. SSN | d. TITLE OF POSITION | e. DATE | |

OER FOR RESERVE OFFICERS ON ADT, SADT OR TEMAC
(FOR PERIODS OF DUTY FROM 6 TO 29 DAYS)

PURPOSE: The OER For Reserve Officers On ADT, SADT Or TEMAC shall be completed for all such periods of active duty from 6 to 29 days. USE OF THE STANDARD (5300) SERIES OER IS PROHIBITED for recording performance of duty within this timeframe. For any active duty of less than 6 days, this report form is also the only OER to be used if the option to report on the period is exercised.

COMPLETE AND SUBMIT THE REPORT AS FOLLOWS:

1. Administrative Data: To be completed by the Reported-on Officer. All dates (Blocks e., h., j. and m.) are to be written in YY/MM/DD format, e.g., 88/11/01. Blocks a. through c. and f. are self explanatory. Other sections are to be completed as follows:

- d. Use a two digit letter/number format, i.e., W2, O4.
- g. Reserve Unit District & OPFAC, e.g., 05-56789.
- h. Date Reported (to Reserve Unit).
- i. Mark appropriate block.
- k. Reported-on Officer's signature, if available.
- l. Note days TAD or other.

2. Description of Goals/Objectives: To be completed by active duty site Supervisor. Describe in specific detail the goals/objectives established for this period. Include a statement on the number of personnel directly supervised and funds directly controlled; if none, so state.

- a. Unit: Active Duty site where ADT, SADT, TEMAC performed.
- b. OPFAC: District/OPFAC of Active Duty Command.
- c. Documents Attached: Flag Officers/equivalent or higher.

3. Detailed Description of Accomplishments/Performance: Describe the officer's accomplishments/performance that have been **actually observed** during the period. Describe the action and its results. Start the sentence with a past tense action verb (e.g., "developed new training manual that increased boat crew qualifications by 50%"). Comments may be written "Kiplinger Style", brief yet thorough. NO NUMERICS WILL BE ASSIGNED. MAKE COMMENTS ON FRONT OF FORM ONLY, i.e., NO CONTINUATION SHEETS ARE ALLOWED.

4. Supervisor Authentication: Blocks a. through e. must be TYPED.

5. Comparison Scale and Distribution: To be completed by the active site Commanding Officer (in the capacity of Reporting Officer).

6. Commanding Officer Authentication: Blocks a. through e. TYPED.

7. Review Chain: When this OER is completed, forward immediately to the reservist's District (r) for administrative review of Section 1. District (r) will then forward to Commandant (G-RSM-3) for final Administrative and Quality Control Review. Commandant (G-RSM-3) will return a copy to Reported-on Officer and District (r). Original to be filed in Reported-on Officer's Headquarters service record.